

## **Position – Chief Operating Officer (For DDU-GKY, CGU Skills)**

**Job Location : Bhubaneswar**

### **Job Responsibilities:**

The Chief Operating Officer (COO) will work under the guidance and supervision of the Chief Executive Officer and will work towards attainment of the results envisaged under DDU-GKY in CGU with required standards and quality and within the constraints of time and cost. For this, s/he will have to lead the multidisciplinary team of professionals.

- Ensure that all programmatic function is being successfully implemented as per desired schedule and standards.
- Represent CGU for strategic partnership, liaison, interface, review and knowledge/information sharing with different stakeholders.
- Take lead in planning, budgeting and developing implementation strategies of all activities of DDUGKY
- Review and monitor DDU-GKY activities on key success parameters.
- Undertake any task assigned by the State Mission Director.
- The incumbent will take care of the following agenda and be fully responsible for ensuring them.
- Timely and effective implementation of DDU GKY and State Skill Program as per agreed SOP.
- Developing effective implementation strategies of programme, suiting to its objective and achieving the annual and other periodic targets.
- Developing effective monitoring and MIS architecture of the programme and ensuring professional review & monitoring of programme based on key result parameters and following the agreed SOP.
- Developing need based Capacity Building strategies and ensuring effective implementation of related programmes/events for various stake holders, primarily for those involved in skilling of trainees.
- Developing standard protocol to work smoothly and effectively with Technical Support Agency.
- Regularly mapping opportunities for effective partnership and network with external service provider agencies and mobilise their support/services through formal arrangements for effective implementation of DDU-GKY.
- Developing overall Financial Management Framework of the DDU-GKY and related programme and ensure its implementation.

- Developing and nurture need based partnership with Corporate, Academic, Training Institutions and Civil Society Organization.
- Nurturing innovation and best ideas of activities under the programme. Ensuring best working relationship with existing programmes of CGU; and developing the team for DDU-GKY in CGU and nurturing them to deliver their best.

### **Required Qualification & Experience:**

- The candidate should have at least a full time 2 years Post Graduate Degree/Diploma in Business Administration/ Rural Development/ Rural Management and Social Work from a recognized academic institution of national repute.
- Candidates should have overall 15 years' of working in Development Sector with reputed agencies/corporate houses/government programme in large scale development/skill development initiatives with managerial role at District/State Level/National level.
- S/he should have at least 7 years of working in Capacity Building and Skill Development Sector on managerial role (at State Level) and having experience of leading large scale related programmes/projects and leading team of professionals.
- S/he should have proven track record of managing key management work of skilling programme and have gained individual achievements substantiating claim for being best suitable candidates for the position.
- S/he should have hands on experience in designing monitoring architecture and conducting monitoring of development projects including skilling ones.
- S/he should have proven track record of managing partnership with service providers in Skill Sector.
- S/he should have proven experience of working with Government System and thorough knowledge of its functioning.
- The person should be well versed with working in MS office environment and sound understanding of RDBMS.